

KIMBERLY HERMAN

Williams County Clerk of Courts

MEMORANDUM

TO: The Ohio State Highway Patrol Inspection Station

FROM: Williams County Title Department

RE:

DATE:

The above named customer has requested a certificate of title ownership. The customer does not have the proper documentation or evidence for us to issue a title. Therefore, applicant desires to apply to the Williams County Common Pleas Court for a Court order to obtain the appropriate title.

You are hereby requested to complete a physical inspection of the subject vehicle upon presentation to you of the receipt / proof of payment for this inspection fee.

If you have questions, please contact the title office at 419-636-1915.

Deputy Clerk